

USAWC Student Leave Policy

1. Applicable service regulations apply.
2. The start and end points for a leave or pass from the local area is on post, at the duty station, or at the location from which the student regularly commutes to duty. Students must physically be present at one of these locations when they begin and end a period covered by pass or leave.
3. Students must be in an approved leave status for any absence from the local area that exceeds 4 days.
4. Leave (or pass if less than 4 days) is required for any travel outside the continental United States (OCONUS) as well as travel clearance by the USAWC security manager.
5. Army students will be signed out and signed back-in automatically, based on the to and from dates on the DA Form 31. Sister Service students will follow procedures set-up by the SSR office in Room C332 (245-4866). All students will notify the Human Resources Directorate if leave is extended or shortened via e-mail to the Student Personnel Center NCOIC @ AWCC-CHR-P or by telephone at 245-3413 or 245-4163. All students, if returning on a non-duty-day, must notify the IOC (Installation Operations Center) at x4934.
6. Civilian Students: Upon approval, the student notifies the sponsoring civilian agency Time and Attendance (T&A) Clerk for record keeping purposes and the CLO located in B318 (245-4791) In case of sick leave, notify the Seminar Chairperson or CLO and the civilian agency T&A Clerk. Civilian students will notify their home agency's T&A clerk in order to properly annotate their annual and sick leave records.
7. International Fellows: Requests must be submitted through the FI/FA to the IF Director for approval located in room C134 (245-4830).
8. **Bottom Line:** An approved pass or leave is not required for normal non-duty periods (weekends, holidays, and periods when there are no scheduled curricular activities). Students may travel away from the local area during non-duty periods without prior approval, provided they are present at the beginning of the next scheduled duty period and the length of departure does not exceed 4 days (students are encouraged to conduct their own risk analysis prior to departure). Students must inform their Seminar Chairperson, Assistant Chairperson, or FA, in that order, prior to departure. Any absence beyond 4 days must be covered by an approved leave.
9. POC is the Human Resources Directorate at 717-245-3615 or 4163.